



State of Kansas

Reviewing the Transaction Loader Tables

Statewide Management, Accounting and Reporting Tool

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The Agency Asset Processor is responsible for loading the integrated asset information into Asset Management. This involves running the Transaction Loader. The steps below explain how to run this process.

Please note that as the Agency Asset Processor, you should check these interface tables periodically to ensure assets are posted in the correct period.

1. Review the Financial interface table.
 - a. To review the financial information, navigate to *Asset Management > Send/Receive Information > Approve Financial Information > Review*.
 - i. For your search criteria, enter your Business Unit and a Load Status equal to Pending. (You should also review those with a Load Status equal to Errored, In Process, and On Hold if applicable.) This will display all the Interface Id's that need to be loaded into AM.
 - ii. Review the Cost field for each Interface ID.
 - iii. Be aware that multiple assets can be on one Interface ID. Review each Interface Line Number before running the Transaction Loader. All assets under that Interface ID will load when you run the Transaction Loader.
 - iv. If there are multiple lines that make up one asset or if one line needs to be broken out into multiple assets, you will need to run the Consolidation or Unitization processes. These are covered in the "Integrating Purchasing and Accounts Payable with Asset Management" Training Guide. The preference is that this information will be entered correctly in the source modules:
 1. "Serialize" on the Receipt = Unitize
 2. "Use One Asset ID" on Voucher = Consolidate
 - a. Use for split-funded assets.
 - v. Ensure the Load Status is "Pending." This will ensure the Interface Id is picked up during the Transaction Loader.
 - vi. Document the Interface ID, as you'll need it when you run the Transaction Loader.
2. Validate the correct Profile was used for integrated assets.
 - a. Navigate to *Asset Management > Send/Receive Information > Approve Physical Information > Review-A*.
 - i. For your search criteria, enter your Business Unit and a Load Status equal to Pending. (You should also review those with a Load Status

equal to Errored, In Process, and On Hold if applicable.) This may/may not be the same list from the Financial table.

ii. Review the Profile ID field.

1. The Agency Asset Processor should be familiar with State capitalization thresholds to ensure the correct profile is selected and loaded into the Asset Management module. The below table outlines the current capitalization thresholds:

Description	Capitalization Threshold
Equipment and Furnishings	\$5,000
Vehicles	\$5,000
Land	\$100,000
Buildings and Improvements	\$100,000
Intangible - Software	\$250,000
Intangible - Other	\$250,000
Land Improvements	\$100,000
Leasehold Improvements	\$100,000

2. The Agency Asset Processor should validate that a non-capitalized Profile was selected for assets with a cost less than the State capitalization threshold, and that a capitalized Profile was selected for assets with a cost greater than or equal to the State threshold.
 3. The Agency Asset Processor should also validate that the description of the Profile matches the type of asset being added. For instance, a vehicle profile shouldn't be used for equipment. Because you'll only be able to view the Profile number (not the description) in the Loader table, download the *Profile ID Selection* job aid as a reference tool to validate the description matches the type of asset.
 4. If you determine that an incorrect Profile was used, follow the steps in the *Incorrect Asset Profiles and Corrections* job aid.
- iii. Be aware that multiple assets can be on one Interface ID. Review each Interface Line Number before running the Transaction Loader. All assets under that Interface ID will load when you run the Transaction Loader.
- iv. If there are multiple lines that make up one asset or if one line needs to be broken out into multiple assets, you will need to run the Consolidation or Unitization processes. These are covered in the "Integrating Purchasing and Accounts Payable with Asset Management" Training Guide.
- v. Ensure the Load Status is "Pending." This will ensure the Interface Id is picked up during the Transaction Loader.

- vi. Document the Interface ID, as you'll need it when you run the Transaction Loader. Running the Transaction Loader will load both the physical and financial information for each asset.
3. Once all the data has been validated in the Loader tables and the Load Status on both the physical and financial tables is "Pending," run the Transaction Loader process.
 - a. The recommendation is that you validate the data in the tables then run this process one Interface ID at a time.
 - b. Navigate to *Asset Management > Send/Receive Information > Load Transactions > Load Transactions Into AM*.
 - i. Note that if applicable, the Consolidation/Unitization processes must be run prior to running the Transaction Loader.
 - ii. Once you set up your Run Control ID initially, you may use the same one in the future. Create one that reminds you what the process is, like TRANS_LOADER.
 - iii. Populate the fields shown below in the Run Control Parameters section. Replace the "0" with the Interface ID you documented from above.

Important Note: The SMART Asset Management team has made a modification to the Transaction Loader page. This modification includes not allowing the To Interface Id field to be overridden on the Transaction Loader page. As delivered, a user could override the To Interface Id field with a different value than the one entered for the Interface Id, which resulted in assets loading unintentionally for multiple agencies. This enhancement changes the Transaction Loader page so that only one Interface Id can be loaded at a time to prevent unintentionally loading assets for other agencies.

- iv. Click Run then click Ok.
- v. Click the Process Monitor hyperlink. Click Refresh until the AMIF1000 job shows a status of Success and Posted.

4. To obtain your Asset ID, navigate back to either *Asset Management > Send/Receive Information > Approve Financial Information > Review* or *Asset Management > Send/Receive Information > Approve Physical Information > Review-A*.
 - a. Search by the Interface ID you just loaded.
 - b. The Asset ID is displayed on the page. Now you can search for that asset in Basic Add and update any fields.
5. Repeat Steps 1-4 for any remaining Interface ID's that need to be loaded.